

West Point Consolidated School District
Request for Proposal
UPS/Battery Backup, Cabling, Wi-Fi Improvement,
Managed Services/Basic Maintenance
USAC ERATE Program
Funding Year 2020-2021

Mandatory Meeting:

February 13, 2020, 10:00 a.m.

WPCSD Technology Department

375 Commerce Street

West Point, MS 39773

Mechelle Welch

IT Director

mechelle.welch@westpoint.k12.ms.us

(662) 494-4802

Mailing:

P.O. Box 656

West Point, MS 39773

February 5, 2020

West Point Consolidated School District is seeking bids for Uninterruptible Power Supply (UPS) with Battery Backup (BB), cabling, Wi-Fi APs compatible with current APs, and managed services and basic maintenance for eligible broadband internal connections. Due to the complexity of this project we are seeking a single vendor with specialized skillset. All bidding vendors must be an Erate vendor that can manage the entire project without external support. All interested companies must have a **current Service Provider Identification Number (SPIN)**, fully understand and abide with **ALL ERATE rules and regulations**. All vendors will be required to attend a meeting February 13, 2020, 10:00 a.m. CST to clarify the project and answer any questions related to the RFP. The IT Department will lock the door when the clock reads 10:00 a.m. CST and vendors will need to sign-in when they enter the building. A copy of the RFP and School Maps with network rack locations will be provided. Walkthroughs for Vendors will be arranged during the mandatory meeting and can be completed the day of the meeting upon the vendor request. All bidding vendors will be required to present certifications that relate to the project the day of the mandatory meeting. WPCSD requires all bidding vendors to hold proper certification that relates to the project. WPCSD will place emphasis on certifications and professionalism due to the UPS/BB, cabling, and managed services/basic maintenance needed. The bidder must present proof of certification such as BICSI which includes RCDD which is required. WPCSD recognizes the ISO 9001 standard to represent quality of service. If the bidding vendor holds ISO 9001 or is an Affiliate at minimum of 25% equity control or other certifications that represent the level of professionalism, the vendor will need to submit a letterhead detailing the affiliate relationship along with other certifications the day of the mandatory meeting. If a vendor has other certifications that are relevant to the project, they will need to submit proof. WPCSD expects and demands all bidding vendors to be professional in all meetings. WPCSD retains all rights to dismiss any vendor due to the lack of professional behavior.

The Scope of the project includes the following:

WPCSD is seeking bids for UPS/BB, upgrade network cabling, network racks, patch panels, and basic maintenance and technical support to maintain reliable operation. The bid must be based on **unit pricing** due to the budget and the different components needed for each school. Cabling must be professionally installed and hidden in proper network conduit when needed to assure quality of installation. All drops must be labeled, tested and verified to ensure proper connection. The winning vendor will upgrade patch panels, label all drops and patch panels, remove outdated cabling and prepare the school district for the next generation of wireless and network infrastructure. When project is completed, the racks will be inspected by WPCSD IT Department and any issues must be repaired before payment is rendered.

For the UPS/BB project, the desired time for equipment to remain online during a power outage will be 20-30 minutes. If WPCSD has an outage and the equipment does not maintain power for a minimum of 20 minutes, the winning vendor must upgrade the UPS/BB to support the equipment if the UPS/BB is under warranty (3-year warranty from the date of installation minimum). Each rack will need a UPS/BB.

Access Points, if needed, must be Aruba or equivalent to assure proper communication with the current infrastructure. The current Wi-Fi solution is Aruba 205 and 325 APs that are managed and monitored using Aruba Airwave. The District will work with the winning vendor to determine where and how many additional devices are needed to assure proper coverage.

WPCSD is requesting for eligible managed internal broadband services and basic maintenance of eligible broadband internal connections. (see chart below) The cost for these services must be included with the list of unit prices.

Federal Communications Commission
DA 19-1249

Eligible Managed Internal Broadband Services

- Services provided by a third party for the operation, management, and monitoring of eligible broadband internal connections are eligible managed internal broadband services (e.g., managed Wi-Fi).
- E-Rate support is limited to eligible expenses or portions of expenses that directly support and are necessary for the broadband connectivity within schools and libraries. Eligible expenses include the management and operation of the LAN/WLAN, including installation, activation, and initial configuration of eligible components and on-site training on the use of eligible equipment.
- In some eligible managed internal broadband services models, the third-party manager owns and installs the equipment and school and library applicants lease the equipment as part of the managed services contract. In other cases, the school or library may own the equipment, but have a third party manage the equipment for it.

Basic Maintenance of Eligible Broadband Internal Connections

E-Rate support is available for basic maintenance and technical support appropriate to maintain reliable operation when provided for eligible broadband internal connections.

The following basic maintenance services are eligible:

- Repair and upkeep of eligible hardware
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone-based technical support
- Software upgrades and patches including bug fixes and security patches

Procedure for Bidding:

WPCSD will release the Request for Proposals (RFP) at 11:00 a.m. February 5, 2020. ERATE approved vendors may request a copy of the RFP from Mechelle Welch, Director of Technology for WPCSD via email, mechelle.welch@westpoint.k12.ms.us or download via the E-Rate portal. All vendors that submit a bid are required to attend a mandatory meeting that will be held **February 13, 2020, 10:00 a.m. Central Time** at WPCSD IT Department, 375 Commerce Street, West Point, MS 39773 (across from the Post Office in West Point, MS 39773). The door will be locked when WPCSD IT Director computer clock shows 10:00 a.m. CST. All bidding vendors must be in the building and signed in to participate.

Bids for unit cost must be easy to understand and in an excel spreadsheet format so evaluation of services and product cost are easily understood.

For Example: (this is not a complete list)

Eligible Equipment		Unit Cost	Description
Cabling Cost per drop	All needed equipment/labor for drop		
Labor	Hourly Rate for Installation		
	Hourly rate for RCDD		
	Hourly Rate for Travel Time		
Racks	w/cooling		
	w/o cooling		
Wire management			
UPS/Battery Backup			
Access Points			
Basic Maintenance			
Managed Services			

The District will use several factors in evaluation including travel cost. If your company charges for travel, the vendor must list the cost and what service it relates. To clarify, if the District request cable repair, will the vender bill the District for additional travel or is it included in the unit cost?

Additional Information:

No information will be given over the phone. A mandatory meeting will be held to discuss the project, schedule walkthroughs, and clarify information concerning the RFP, **February 13, 2020, 10:00 a.m. (CST)**. All questions following the meeting must be emailed to mechelle.welch@westpoint.k12.ms.us. Response to emailed questions will be emailed to all approved bidding vendors.

BID SUBMISSION:

Sealed bids should be processed as follows:

- Due Date: March 5, 2020 **before** 11:00 a.m. (All proposals will be rejected if delivery is 11:01 a.m. or later.)
- Delivery:
 - Physical Address: 375 Commerce Street, West Point, MS 39773
(If delivering, bring them to the IT Dept. beside the District Office)
 - Mailing Address: P.O. Box 656, West Point, MS 39773
- Copies: 2 Copies of Bid, sealed in 1 envelop or box marked clearly as follows:
 - Sealed Bid Proposal for 2020-21 WPCSD E-Rate Project
 - Attention: Mechelle Welch, IT Director

The bid opening will be 8:30 a.m. March 6, 2020 in the IT Building located on 375 Commerce Street, West Point, MS 39773.

NO BIDS WILL BE ACCEPTED after the DEADLINE nor from any vendor that did not attend the mandatory meeting!

VENDOR NOTIFICATION: The District will evaluate the project and award the winning vendor March 17, 2020 by 3:00 p.m. pending WPCSD School Board Approval, March 16, 2020.

The project is contingent upon available funds. The District has the right to adjust the quantity of equipment purchased. The West Point Consolidated School District reserves the right to reject or accept any bid (Quote) when the decision is in the best interest of the School District.